

Word Processing with OpenOffice Writer



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Part I: Introduction to OpenOffice Writer

OpenOffice Writer is an open-source free software program with features commonly found in commercial word processing programs like Microsoft Word. It allows you to design and produce text documents that can include graphics, tables, or charts. Because OpenOffice Writer has so many components, Word Processing with OpenOffice Writer will be taught in three parts.

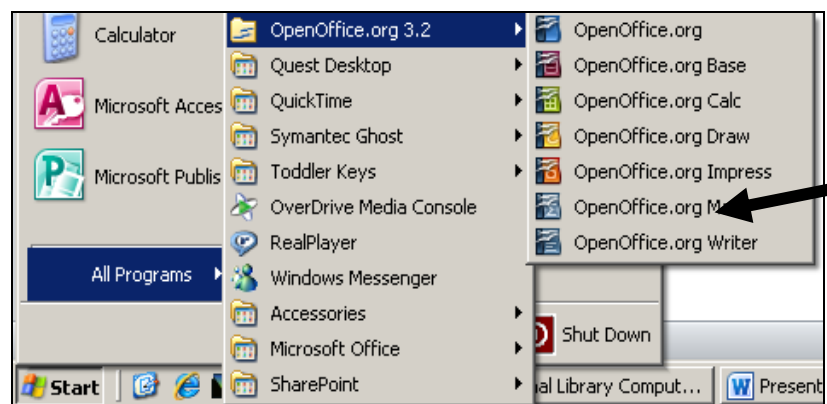
- **Part I** will focus on the introduction and basics of the program, including the writing program and usual features found in word processors.
- **Part 2** will focus navigating, formatting text, and numbering and bullets.
- **Part 3** will focus on working with columns, tables, and images.

Opening Writer

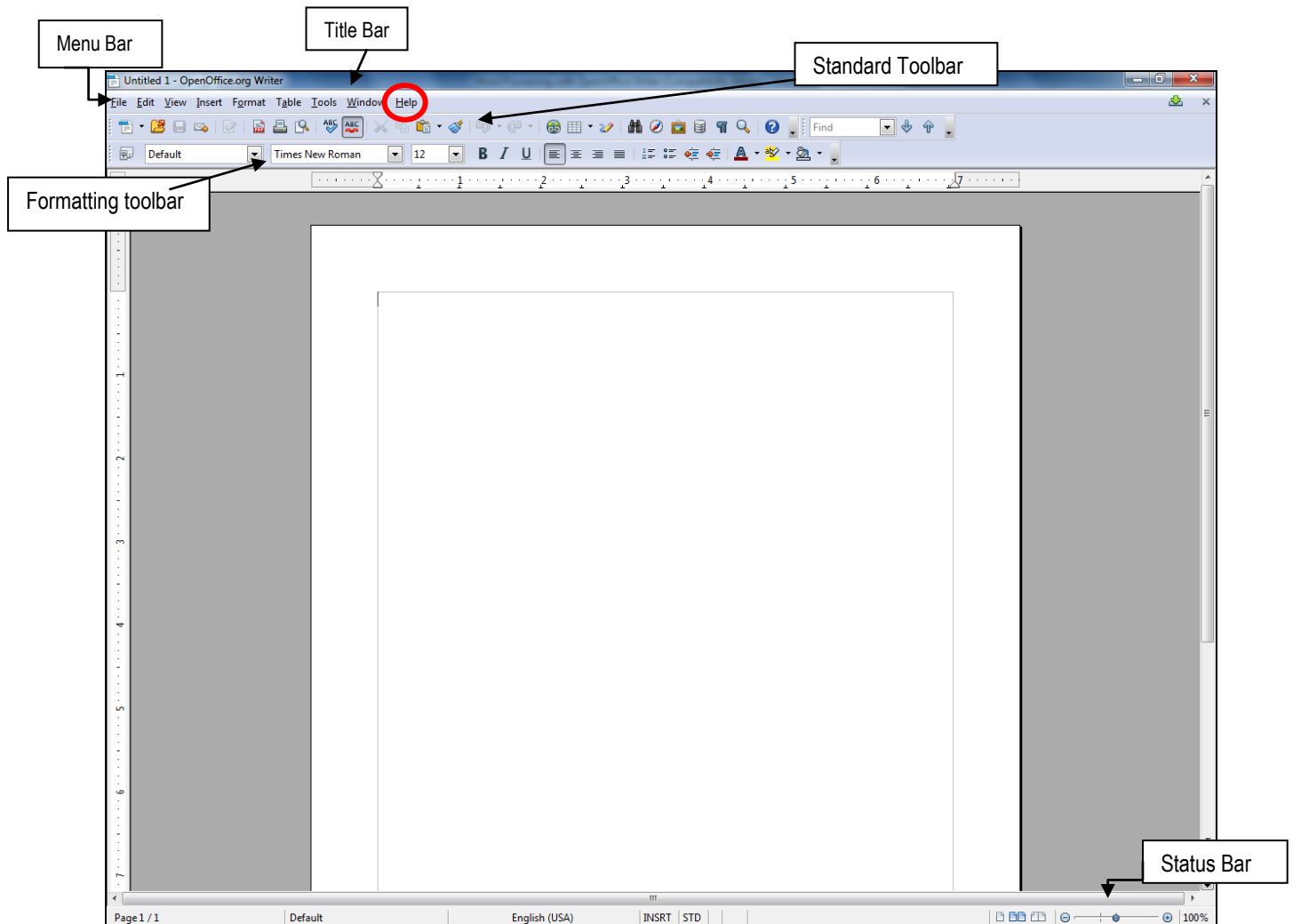
1. Double click the Open Office icon on the desktop.
2. Click the “Text Document” icon in the startup window.



3. **OR** You may click the “Start” button, got to “All programs,” locate “OpenOffice,” and click on “OpenOffice Writer.”



Components of the Writer Window (Picture below is a new document screen)

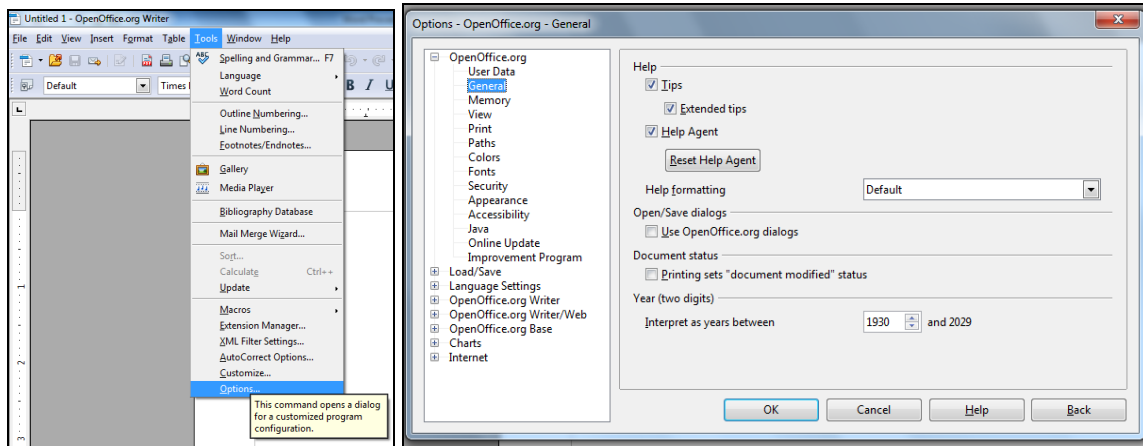


There are 5 visible bars:

- **Title Bar** – displays the Title of the document and the name of the application.
- **Menu Bar** – lists commands in a menu style: **File**, **Edit**, **View**, **Insert**, **Format**, **Table**, **Tools**, **Window**, **Help**.
- **Standard (or Function) Toolbar** – includes icons for common actions: **Open**, **Save**, **Copy**, **Cut**, **Paste**, etc.,
- **Formatting Toolbar** – contains icons and scroll menus for formatting the text.
- **Status Bar** – displays about the document: the current page, current page style, the language, the current **Insert** mode, the current selection mode, the view layout icons, the zoom slider, and the current viewing percentage.

Help and Tips Feature

You can use the **Help** system as a complete reference for OpenOffice applications, including instructions for simple and complex tasks. You can also press F1 to launch the Help feature.

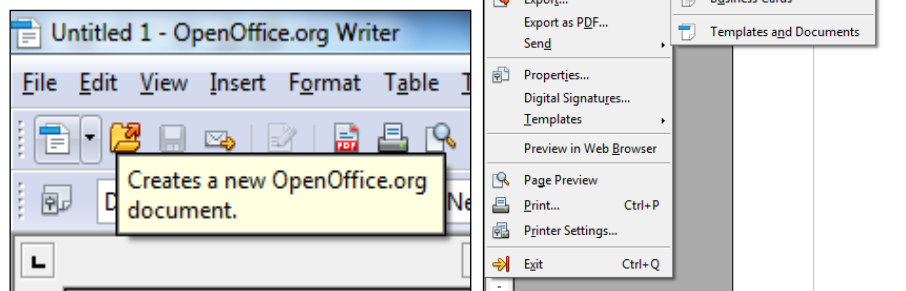


1. Click **Tools**, then **Options**.
2. Then click **General** under **OpenOffice.org**.
3. Under **Help**, make sure the **Tips** box is checked. This displays the name of the icon when the pointer is placed over the icon. **Extended Tips** displays a brief description of the icon's function.

Creating a New Text Document


When you open OpenOffice Writer, it automatically creates a new blank document. There are three ways to create a new document:

1. Select **File** from the Menu Bar; scroll down to **New**, then **Text Document**.
2. You can also type **CTRL+N** on your keyboard (hold down the **CTRL** Key and type **N**)
3. Click on the **New Document** icon on the Function Toolbar and select **Text Document** (as shown below).

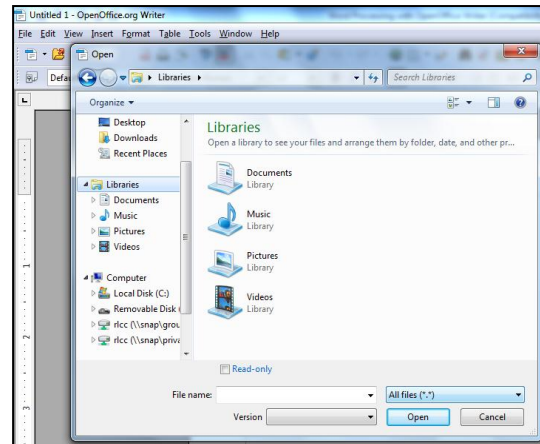


Opening a File

There are two ways to open an existing document:

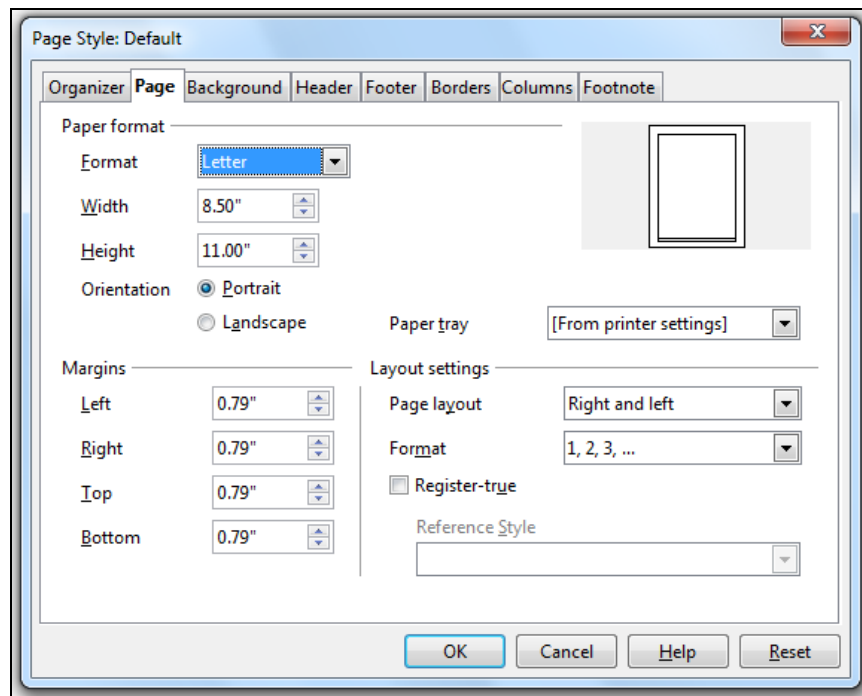
1. Select **File** from the Menu Bar; scroll down to **Open**, then choose the file.
2. Click the **Open File** icon  on the Function Toolbar.

The **Open File** dialog box will appear as shown on the right. From the drop down list, locate and choose the file you wish to open.



Page Setup

To change your page layout, on the **Menu Bar**, go to **Format > Page**. This will bring up the **Page Layout** dialog box (as shown below).



- **Format** – changes the paper size of your document
- **Orientation** – changes the orientation of your document from portrait to landscape.
- **Margins** – changes the margin size of your document. The default is one inch.

Note: Don't forget to click "OK" to save your changes.

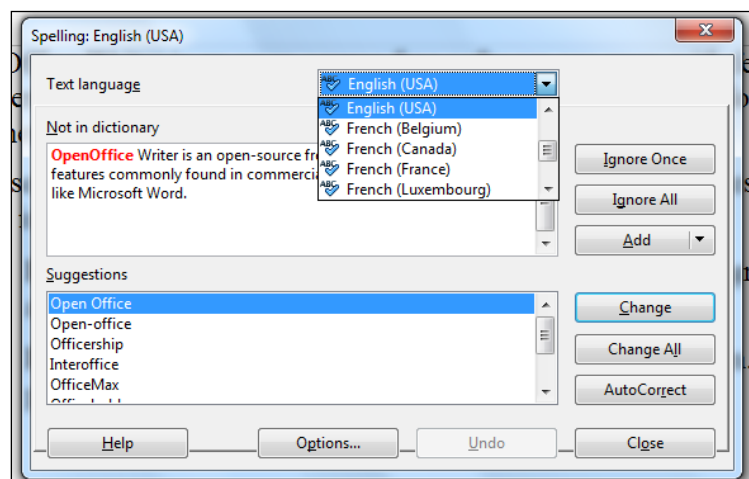
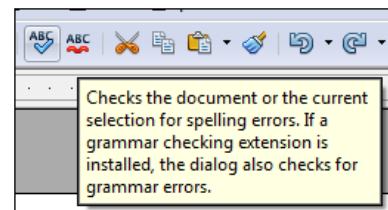
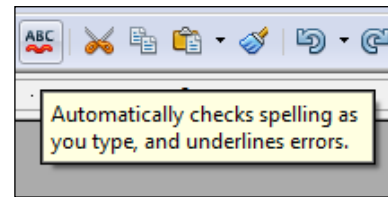
Entering Text

After you have opened a new document, you are now ready to start entering text. You will notice there is a blinking vertical cursor on your screen. This is called the insertion point. (In a new document, it is always in the upper left corner.) The insertion point indicates the point at which text will appear when you type. Keep in mind that in a word processing program like OpenOffice Writer, there is no need to press **Enter** for the next line. That will be done automatically. However, there is no automatic indent.

Checking Spelling and Grammar

OpenOffice Writer provides a spelling and grammar checker, which can be used in two ways:

- AutoSpellcheck checks each word as it is typed and displays a **red** squiggly line under any misspelled words. Once these are corrected, they disappear. Proper names or places that are not recognized by the program may remain displayed as misspelled. You may choose to add it to the dictionary or leave it.
- You may also perform a separate spelling and grammar check by clicking the Spelling and Grammar icon. This checks the entire document or selection. A dialog box will appear (as shown below).
- **Ignore Once** ignores spelling and grammatical rules for that selection once.
- **Ignore All** ignores spelling and grammatical rules for that selection and all future occurrences in the document.
- **Change** will change the misspelled word or the grammatical error to whatever you select, whether the suggested changes or your own.
- **Add** includes a word into the existing dictionary. Some words you may wish to add might include: proper names, slang words, or other colloquial words.



When the spelling and grammar check is complete, a dialog box will appear stating so. Click "OK" and continue with your document.

Saving a Document

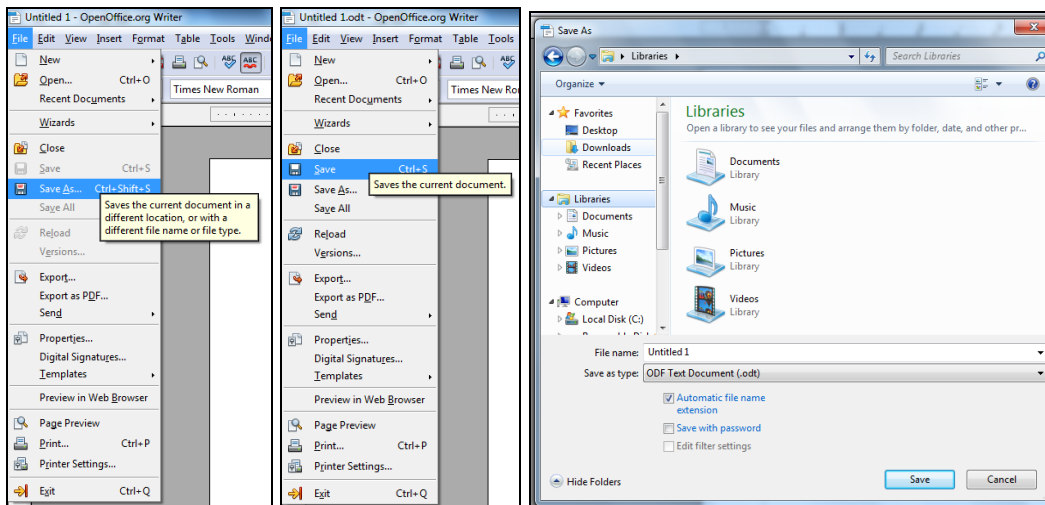
Whenever you create a document, you will want to save your work. It is a good habit to save your work as often as you can while in the process of creating it. Saving your work is one of the most important aspects of working with any application. Unsaved work is often not recoverable, and all the work you will have put in will be lost.

**Note: The Regional Library Computer Center computers are in training modes for classes. To save in this mode, click on Computer. Click on the arrow to the immediate right of computer in the address bar. A drop down menu should appear. Choose desktop as the destination to save the file.*

On your personal computer, there are two ways to save a document:

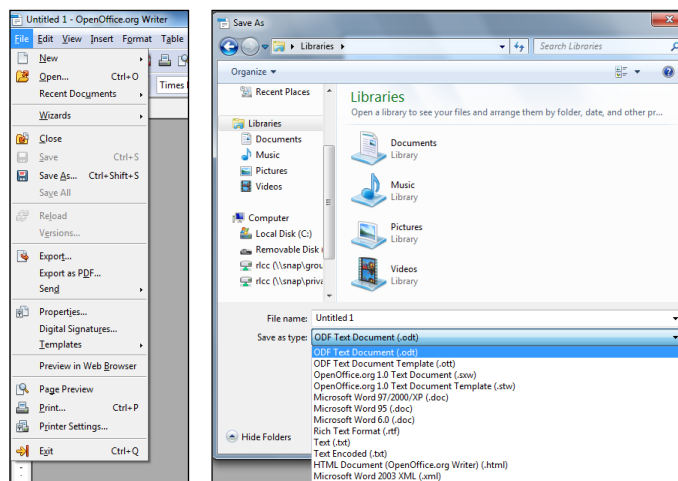
1. Select **File** from the Menu Bar; scroll down to **Save**.
2. Click on the **Save** icon  on the Function Toolbar.

If you are saving for the first time, a **Save File** dialog box will appear.



Saving and Exporting Documents

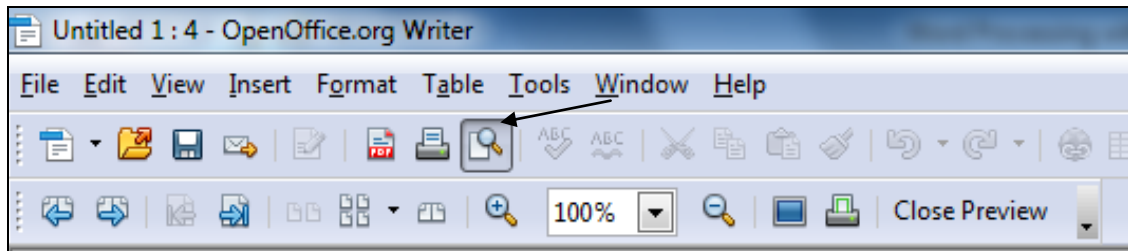
There is not a big difference between “Saving” a file and “Exporting” a file. When you save a file, you are saving it within compatible extensions of similar programs. When you are exporting a file, you are sending the document into another application. In OpenOffice Writer, you can save the documents in a variety of formats, including the standardized Open Document format (ODF) or a Microsoft Word (.doc) format. You can also export your document in a Portable Document Format (PDF).



Printing

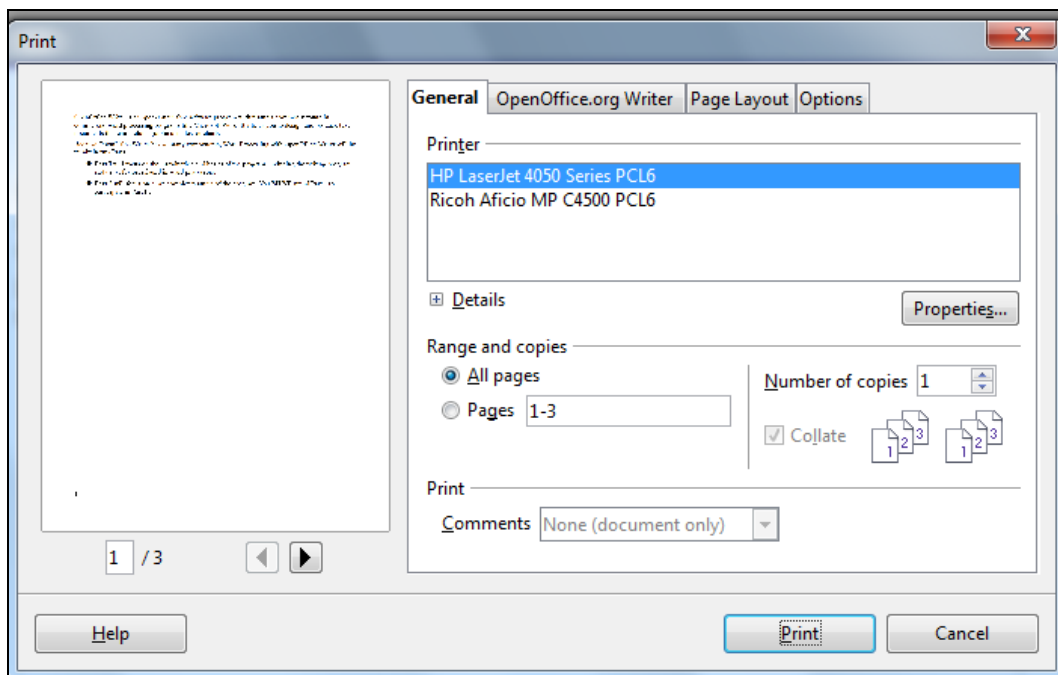
Page Preview

In this mode you will see your document as it will be printed. You may view each page individually or simultaneously. You can also zoom in and out. When you are done with the preview, you may either print directly or close the preview and return to your document.



To print a page, you may either click the **Print** icon or go to the **Menu Bar > File > Print**. This will bring up the **Print** dialog box. **We will not be printing for the class.*

1. Choose your printer.
2. Choose your page range. Use a hyphen for continues pages and a comma for separate pages. Click "All" to print all pages.
3. Choose the number of copies
4. Click "Print."



Closing a Document

To close a document, click **File > Close**. A dialog box will appear.

- **Save** – The document is saved and then closed.
- **Discard** – The document is closed, and all modifications since the last save are lost.
- **Cancel** – Nothing happens, and you return to the document.

Note: Not saving your document regularly will result in loss of recent changes made to your document or your entire file.

Exiting the Application

To close the application completely, click **File > Exit**. If all the documents have been saved, OpenOffice Writer will close immediately. If any documents have been modified but not saved, a warning message appears. Follow the procedure in “Saving a Document” or “Closing a Document” to save or discard your changes.

Exercise: Part 1

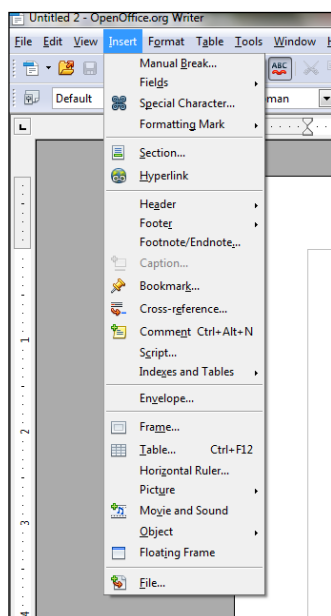
1. Open the **OpenOffice Writer** program.
 2. When the program opens, create a new blank document.
 3. Change the **margins** to 1.5 inches.
 4. Type a three- to five-sentence description of yourself.
 5. Make another paragraph. Type a three- to five-sentence description of your best friend.
 6. Practice navigating and selecting text.
 7. Save the document as **Practice 1** on the desktop.
 8. Close the document and then the application.
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Part II: Text and Formatting

Navigating OpenOffice Writer

Use Your	To Go
Space Bar	One space to the right
Right Arrow	One place to the right (without deleting)
Left Arrow	One place to the left (without deleting)
Enter or Return Key	Hard line break to next line
Down Arrow Key	Down one space (without a break)
Up Arrow	Up one space
Horizontal Scrollbar	Scroll document left to right
Vertical Scrollbar	Scroll document up and down
Ctrl + Home	Beginning of document
Ctrl + End	End of document
Home	Beginning of a line
End	End of a line
Ctrl + →	One word to the right
Ctrl + ←	One word to the left
Ctrl + ↑	Previous Paragraph
Ctrl + ↓	Next Paragraph
Page Up	Up one section in document
Page Down	Down one section in document
Delete Key	Deletes the character to the right of the blinking cursor or insertion point.
Backspace Key	Deletes the character to the left of the blinking cursor or insertion point.

Red Squiggly lines indicate that a word is misspelled according to the OpenOffice dictionary.



Header and Footers

Inserting headers and/or footers in a document allows you to insert text that you want printed on every page of a document. Headers always appear at the top of a page; footers appear at the bottom.

1. Under **Insert** located on the **Menu Bar**, choose **Header** or **Footer**, then one of the submenu options.
2. **All** activates the header on all the pages of the document.
3. **Default** activates the header only on the pages that use the default page style.

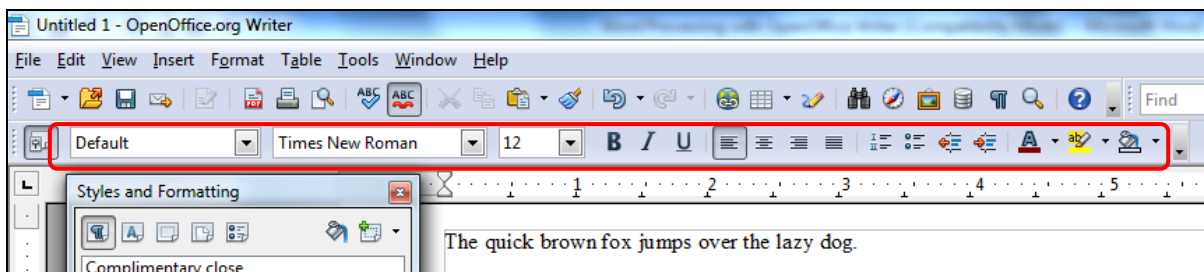
4. Type in your desired header or footer.
5. Follow the instruction to place a footer in your document. To place a page number, go back to the **Menu Bar**, choose **Insert**, then **Fields**, and then **Page Number**.

Selecting Text

- **Word** – position the cursor in the middle of the word and double click.
- **Sentence** – position the cursor within the sentence and triple click.
- **Entire paragraph** – position the cursor within the paragraph and click four times.
- **Entire Document** – (1) Hold down the control key on the keyboard and press **A**. (**CTRL+A**) OR (2) Choose **Edit** on the menu bar and choose **Select All** (as shown on the right).
- **Selecting items that are not consecutive**
 - **To select nonconsecutive items:**
 1. Select the first piece of text.
 2. Hold down the *Control (Ctrl)* key and use the mouse to click on the next selection.
 3. Repeat as often as needed.

Formatting Text

Formatting a text changes its appearance in the document: font, size, bold, underline, italics, and its orientation on the page. You can do so by choosing the icons and drop menus on the **Formatting Toolbar** or by utilizing the **Styles and Formatting** window.



Changing Your Font

Note: Some of the buttons on the formatting toolbar are toggle buttons. This means if you click on them once, you will format the selected text. If you click them again, you will remove that formatting from the selected text.

- **Font** – Select your text. Choose the desired font from the **Font** drop down menu. The text will change upon your selection. (You may **undo** your selection at any time.)
- **Size** – Sizes are measured in “points.” The default font and size is Times New Roman, 12 point. To change the size, make your text selection and choose the desired size from the **Size** drop menu.

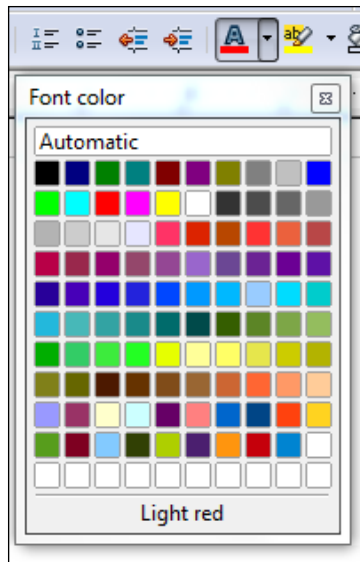
- **Bold, Italics, Underline** – These icons are located on the **Formatting Toolbar**.

Text Alignment

You may alter the alignment of your text in your document: **Left**, **Center**, **Right**, **Justified**. The icons are located on the **Formatting Toolbar**.



- **Left** – the left edge of the selected text is aligned but the right edge is not.
- **Center** – the selected text is centered on the page.
- **Right** – the right edge of the selected text is aligned but the left edge is not.
- **Justify** – both sides are aligned. Spacing may vary between words to accommodate the justification.

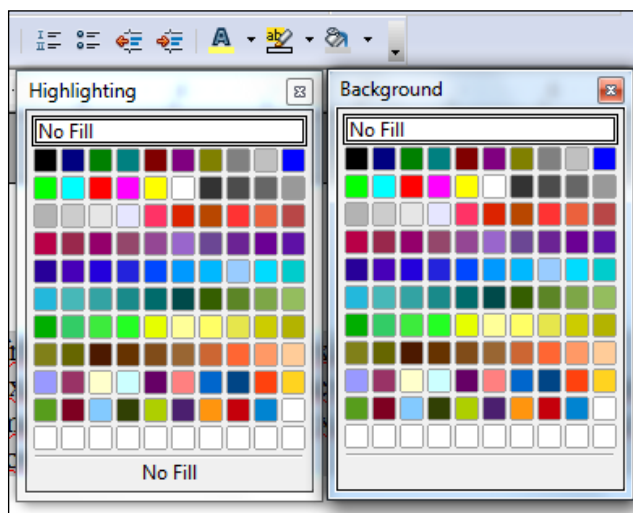


Changing Font Color and Highlighting

You may change the font color in two ways:

1. Select a text and click on the **Font Color** icon. Choose your desired color.
2. Open the **Font Color** dialog box (by clicking the drop down arrow). Select your desired color. When you move your cursor to your text, you will see a “**paint bucket**.” Simply click on your mouse and hold your left button to select your text. When you are finished,

click on the **Font Color** icon to toggle out of the function. Click the “**X**” to remove the **Font Color** box.




Highlighting and Background


Highlighting allows you to electronically shade text as if you were using a pen highlighter. The **Highlight** dialog box on the toolbar works exactly like the **Font Color**, but it highlights more than just the characters of the selected text. The **Background** function changes the background color of the current paragraph or selected paragraphs. Both functions can be undone by clicking **No Fill** in their boxes.

Cut, Copy, and Paste

These actions will allow you to easily copy or move text, data, graphics, or art from one location to another in your document as well as from one application to another. These can be found on the **Menu** Toolbar or under the **Edit** drop down menu.

 **Cut** – Removes the selection from its present position to be placed to another position.

 **Copy** – Duplicates the selection.

 **Paste** – Places the selection into another location in the document or into another application.

Drag and Drop

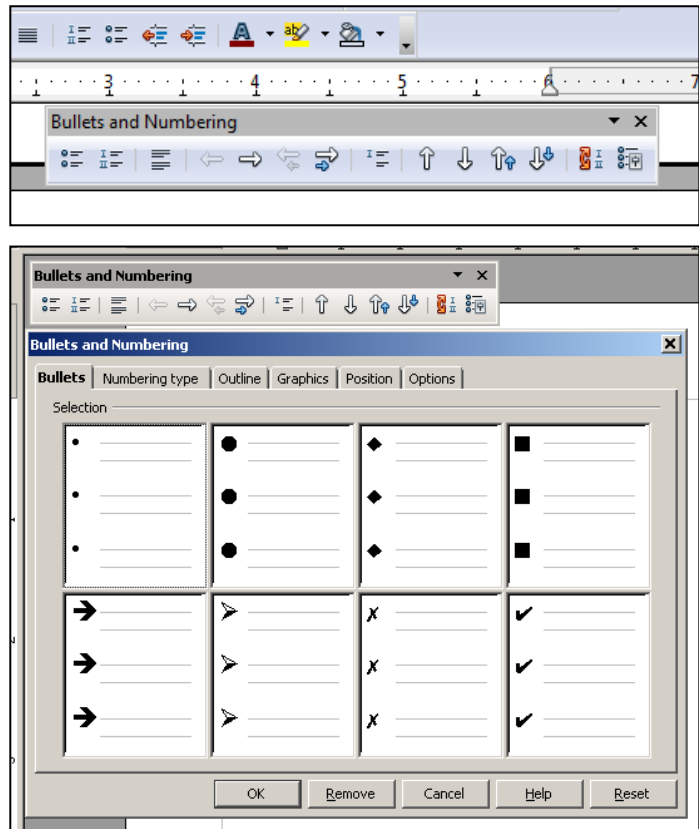
The **Drag and Drop** feature enables you to quickly move a text, a selection, a graphic or art from one location of the document to another by clicking on the desired context, holding down the left button of the mouse (which will display and around with a box under it), and “dragging” to the desired location.

Numbering and Bullet Lists

Bulleted or numbered lists are used to help information stand apart from other information or to help emphasize key points. They are also used to communicate instructions or flow of information. Place the cursor where you wish to begin your list and click one of the icons.

You can also add bullets or numbers after you type the text by selecting the text and then the desired icon.

You may also use your indent and decrease indent icons to create subpoints or undo subpoints for your numbering or bullets. You may also choose to personalize with the **Bullets and Numbering Dialog Box**.



Indent Icons



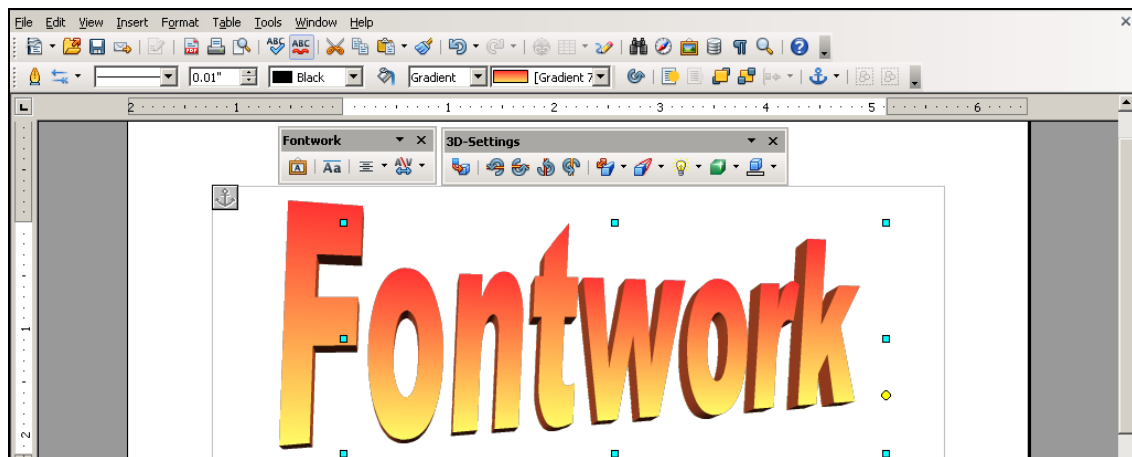
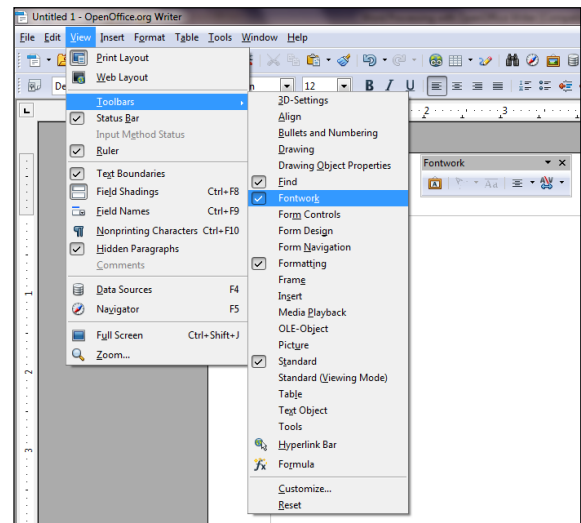
The **Increase** and **Decrease Indent** icons increase or decrease the left indent of the current paragraph or cell content. The increase sets it to the next tab position, while decrease sets it to the previous tab position.

Font Effects

You can insert stunning font effects with the **FontWork Gallery**.

To create a Fontwork object:

1. If you don't see the **Drawing toolbar** or the **Fontwork toolbar**, choose **View > Toolbars** to enable the toolbar.
2. On the **Drawing toolbar** or on the **Fontwork toolbar**, click the **Fontwork Gallery** icon.
3. In the **Fontwork Gallery** dialog, select a Fontwork style and click OK.
 - a) The Fontwork object is inserted into your document.
 - b) Using the 3D Settings toolbar, you can switch the view at any time from 2D to 3D and back.
4. Double-click the object to enter text edit mode.
5. Replace the default Fontwork text with your own text.
6. Press Esc to exit text edit mode.



To edit a Fontwork object

1. Click the Fontwork object. If the Fontwork object is inserted in the background, hold down the **Ctrl** key while you click.
2. The **Fontwork** toolbar is displayed. Click your desired icon in the **Fontwork** toolbar to achieve the result you wish.

Exercise: Part 2

PART 2A

1. Open **Libraries**.
2. Add a header and type **RLCC Practice Exercises**.
3. Add a page number as a footer.
4. Select the second paragraph and move it so that it is now the third paragraph.
5. Select the whole document and change the **Font** to **Arial**.
6. Make sure the **Font Size** is 12 pt.
7. Select “**Public Libraries**” and make this sentence **Bold**.
8. Select “**School Libraries**” and make this sentence **Italic**.
9. Select “**More reasons to love libraries**” and **Underline** this sentence.
10. Make the paragraphs under “Public Libraries” bulleted.
11. Make the paragraphs under “School Libraries” bulleted. Customize the bullets.
12. Make the paragraphs under “More reasons to love libraries” numbered.
13. Select the paragraph that begins with “Libraries are Helpful for News Archives” and delete the entire paragraph.
14. Select 3rd, 4th, and 5th sentences. Make these bulleted.

PART 2B

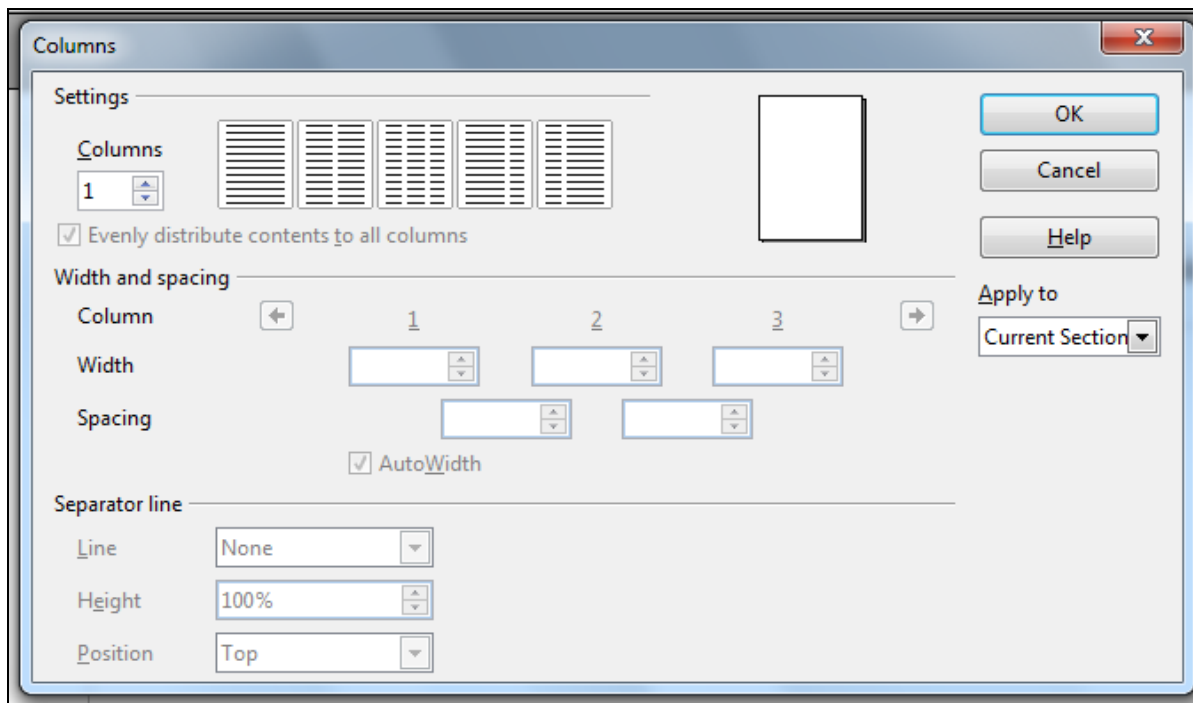
1. Create a new document.
2. Set a **left** tab stop on the 1 inch mark.
3. Set a **center** tab stop on the 3 inch mark.
4. Set a **right** tab stop on the 4 ½ inch mark.
5. Set a **decimal** tab stop on the 6 inch mark.
6. Type headers: (tab) Name (tab), Supply Order (tab), Amount (tab), Total Cost.
7. Type the following (using tabs):
 - a. John Smith, Pencils, 800, \$180.00
 - b. Mike Dunham, Copy Paper, 1000, \$550.00
 - c. Susan Jones, Manila Folders, 250, \$160.00
 - d. Chester Brown, Erasers, 120, \$80.00

Part III: Columns, Tables, and Images

Columns

New documents can be formatted for columns. You can also select the text and apply the column settings. To create columns:

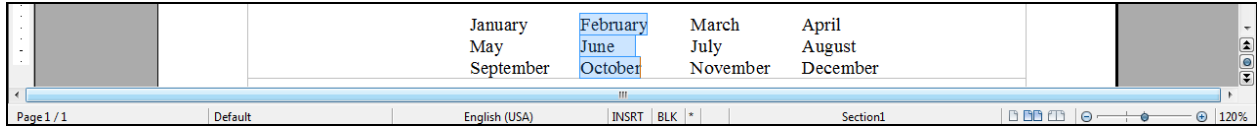
1. Place the insertion point where you want the columns to begin or select the text that you want to format as columns.
2. Select **Format** from the **Menu Toolbar**. Select **Columns**. The columns dialog box (as shown below) appears.
3. You can choose from several preset options or specify a number of custom columns. All presets create columns of equal width, separated by half-inch space.
4. Click “Ok” to save the settings.



Selecting a vertical block of text

You can select a vertical block or “column” of text that is separated by spaces or tabs (as you might see in text pasted from e-mails, program listings, or other sources), otherwise known as the “Block Selection Mode.” You can do so in two ways:

1. Go to **Edit**, choose **Selection Mode**, and then choose **Block Area**.
2. At the bottom of the page on the **Status Bar**, click the selection mode area, with the default “STD,” until it changes to “BLK.”

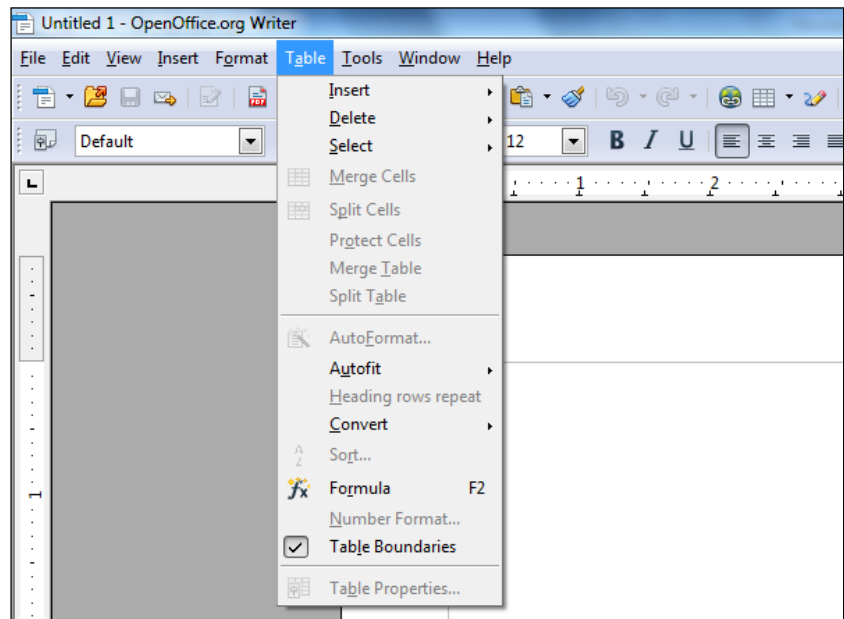


Now highlight the selection using mouse or your keyboard (using the shift key and the arrow buttons).

Tables

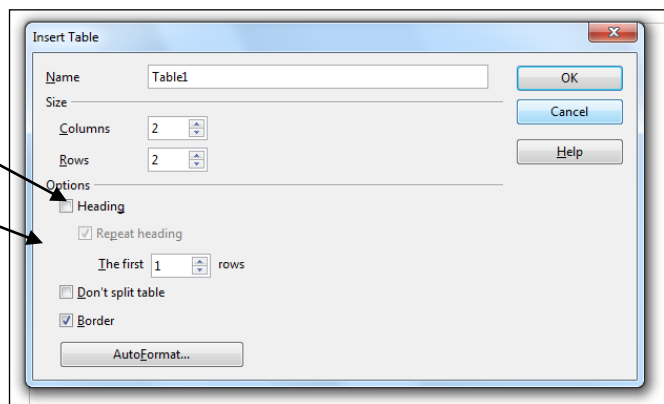
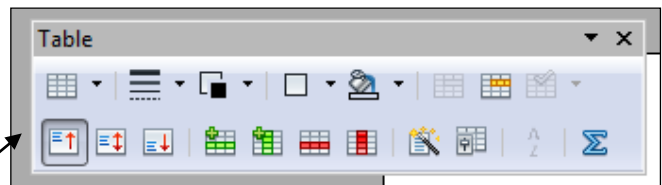
In your document, you may want to insert a table for a number of reasons: technical, financial or statistical reports; catalog of prices of products; bills or invoices; mailing or contact list.

Before inserting a table in a document, you should roughly define the number of rows and columns required. However, this is just a starting point because you can change the number of rows and columns as you edit the document.



To insert a table, position the cursor and click to define the insertion point, then open the **Insert Table** dialog box using any of the following methods:

- Click on the **Table icon** and drag you pointer until the desired number of columns and rows. Release to create the table. This will bring up the floating Table toolbox.
- Press Control+F12.
- From the main menu, select **Insert > Table**.
- From the main menu, select **Table > Insert**.



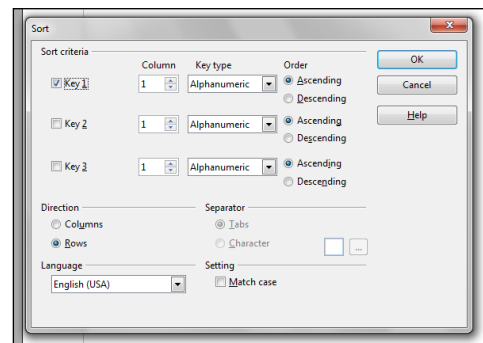
These options will cause the Table dialog box (as shown on the right) to appear.

1. In the **Name** box, you will see **Table1**, indicating that this is the first table inserted in this document. Following tables inserted in the document will be respectively named **Table 2, Table 3**, etc.
2. Under **Size, Columns**, change the number to your desired amount of columns.
3. Under **Rows**, change the number to number to your desired amount of rows.
4. Under **Options > Heading** will include a heading row in your table. **Repeat Heading** will repeat the heading of the table at the top of subsequent pages if the table spans more than one page.


Sorting Data

Last Name	First Name	Address	Phone
Smith	John	123 Elm Street	205-555-1111
Jones	Ann	345 Main Street	205-555-222
Barnes	James	678 Park Avenue	205-555-333
Wilson	Martha	900 Broadway Place	205-555-4444

You can also sort data with various criteria: ascending or descending order and other subcategories. Select the cells under your desired header. (In this case, we will go by last name in ascending order.)




Select **Tools > Sort** to display the **Sort** dialog box

or click on the **Sort icon**  on the floating Table toolbox. **Note: If you click on one row or column, only that area will be sorted and the rest untouched. To sort the entire table, make sure to select all data.*

Last Name	First Name	Address	Phone
Smith	John	123 Elm Street	205-555-1111
Jones	Ann	345 Main Street	205-555-222
Barnes	James	678 Park Avenue	205-555-333
Wilson	Martha	900 Broadway Place	205-555-4444

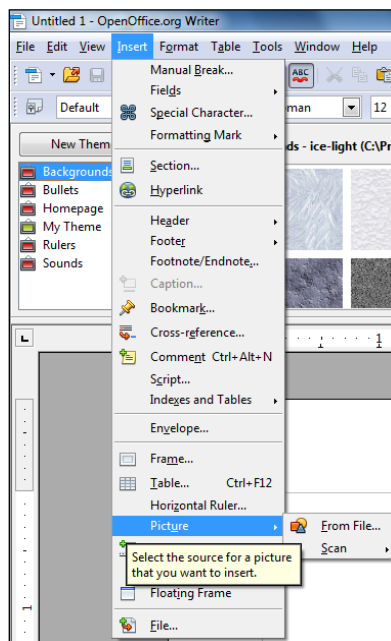
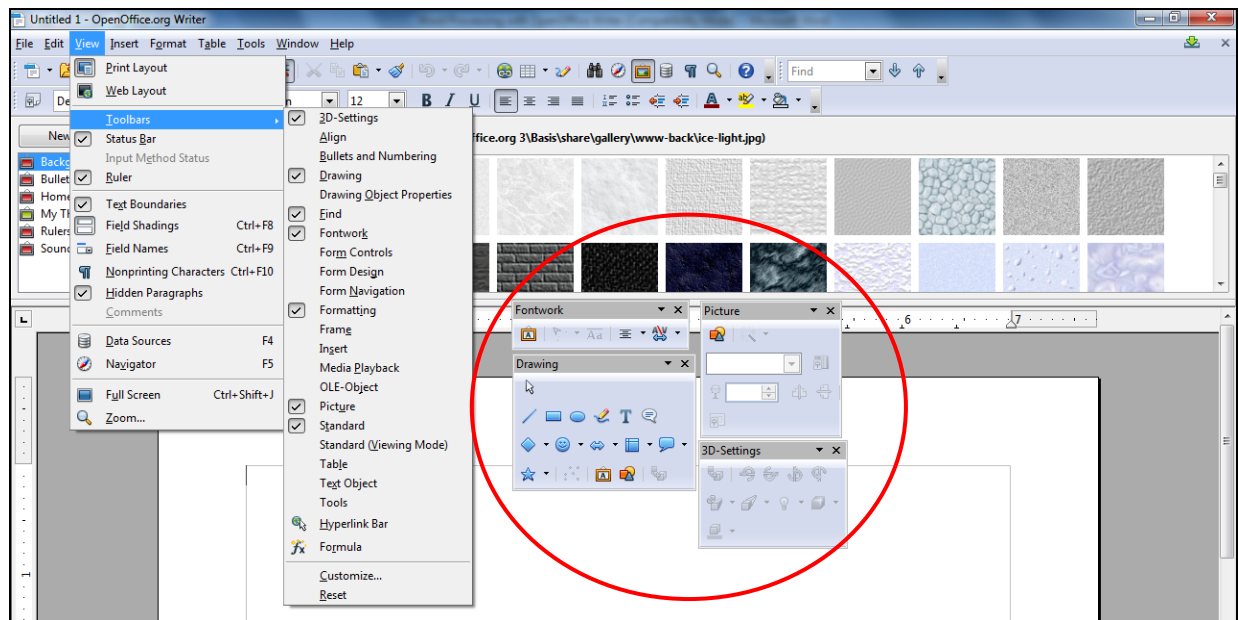
Deleting a Table

1. Click in the table you want to delete.
2. Click **Table > Delete > Table**
3. To undo **Delete Table**, click on the **Undo** , icon on the **Standard Toolbar**.

Graphics

Graphics are added to text documents to provide visual content. These can include: image files, photos, drawings, scanned images, and charts.

You may choose to insert objects via the **Insert** tab on the **Menu Toolbar** (as shown in the figure on the left) or choosing the floating toolbars (as shown in the figure on the right). (You can always dock the toolbars to the top or the bottom of your frame.)



When you insert a new image, you may need to modify it to fit or make it more suitable. You can drag the image where you desire it on the document. The OpenOffice Writer **Gallery** contains objects that can be inserted into the document.

To select a graphic or image from the **Gallery**:

1. Click on the theme containing the image you want.
2. Click on the image with the left mouse button.
3. Drag and drop the image into your document.
4. You can also right click on the object and select **Insert** then **Copy**.

You also have the option of cutting and pasting from another source, such as another document, from another application, or from online images. To insert a copied object, just place the cursor where you want your image to be, right click and **Paste**. If you are inserting a saved

image, click **Insert > Picture > From File**.

Anchoring Objects

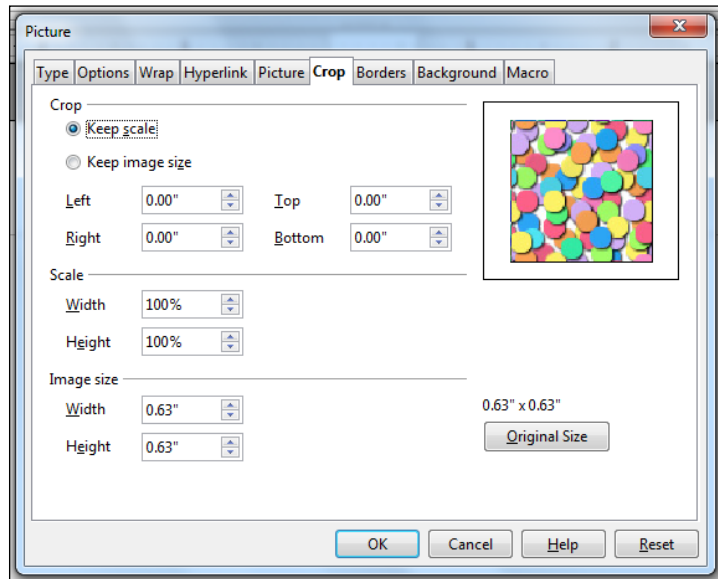
When you insert an object or graphic, an icon nanchor appears where the item is anchored. You can position an anchored item by dragging the item to another location. To change anchoring options, right-click the item and choose an option from the **Anchor** submenu.

Anchoring	Effect
As character	Anchors the selected item as a character in the current text. If the height of the selected item is greater than the current font size, the height of the line containing the item is increased. To center an image on an HTML page, insert the image, anchor it "as character", then center the paragraph.
To character	Anchors the selected item to a character.
To paragraph	Anchors the selected item to the current paragraph.
To page	Anchors the selected item to the current page.
To frame	Anchors the selected item to the surrounding frame.

Cropping an image

When you only want a section of the image, you can crop (cut off) parts of it. To crop:

1. Right click on the image and select **Picture** from the pop-up menu.
2. The **Picture** dialog box will appear. Choose the **Crop** tab (as shown on the right).
3. **Keep Scale** means the cropping image does not change the scale of the picture.
4. When **Keep Image Size** is selected, the cropping produces enlargement or shrinking or some distortion of the image so that the image size remains constant.
5. **Left, Right, Top, Bottom:** These crop the images by the amount shown. For example, if the value in the **Left** box is 0.10 inches, that amount of the original image is cut off.



Wrapping

You may choose to wrap text around an object. You can do so by:

1. Select the object.
2. Choose **Format > Wrap** or right-clicking on the image, and then choose the wrapping style that you want to apply. The current wrapping style is indicated by a bullet.

You may also specify the wrapping properties.

1. Select the object.
2. Choose **Format > Graphics**, and then click the **Wrap** tab.
3. Set the options that you want.
4. Click **OK**.

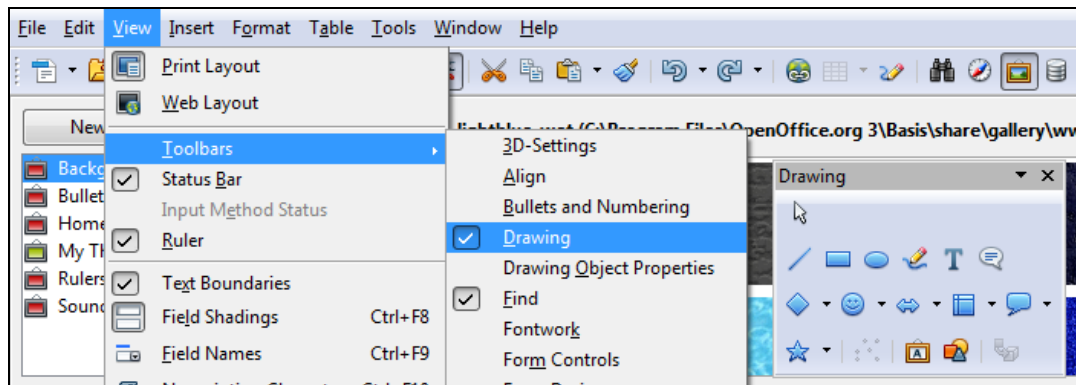
Resizing an image

You can change the size of the image by:

1. Click the picture to show the green resizing handles.
2. Position the pointer over one of the green squares. The pointer will change to a double-sided arrow.
3. Click and drag to resize the picture.
4. To retain the proportions of the image, hold the **Shift** key as you drag. Release the mouse button **before** you release the mouse button.



Drawing Tools



You can also add shapes, lines, texts, callouts, freeform lines, and other graphics using **Drawing Tools**. Under **View > Toolbars > Drawing**. A **Drawing** Toolbox will appear and will show **Draw** functions. Click the arrow at the end of the toolbar to access the Visible Buttons command.

Some images you can create with the **Draw** function are:

- Basic Shapes
- Line

- Ellipse (To draw a circle, hold down the **SHIFT** key while you drag.)
- Curve
- Freeform Line (To draw a closed shape, release the mouse button near the beginning point.)
- Symbol shapes
- Block Arrows
- Text animation
- Callouts (To add text, click the edge of the callout and type or paste your text.)

Deleting an image

You may delete an image at any time by clicking on the desired image and pressing the **Delete** button on your keyboard.

Exercise: Part 3

PART 3A

1. Open **Table**.
2. Create a table under **Industry Contacts**. Make it 4 columns and 6 rows.
3. In the header cells, type: Last Name, First Name, Address, Phone Number.
4. Type the following:
 - a. Starr, Ringo, 333 Yellow Submarine, (205) 555-1234
 - b. Duck, Donald, 234 Disney Lane, (205) 555-5678
 - c. Barnes, Penelope, 1000 Saks Avenue, (205) 555-5656
 - d. Wilson, Martha, 900 Broadway Avenue, (205) 555-8978
 - e. Wilson, Owen, 900 Broadway Avenue, (205) 555-8979
5. Sort the data according to the Last Name (ascending) then First Name (Ascending).
6. Choose a style for your table.

PART 3B

1. Open **Caramel Apple Pie**.
2. Insert a **Clip Art** of an apple pie from one of the selections.
3. Resize the graphic either bigger or smaller, according to your preference.
4. Crop the graphic so that there is no negative space, only the pie.
5. Choose a square wrap option for the graphic and place wherever you want in your document.
6. If time permits, make changes to the document from any of the instructions and training you received during the course(s).